

MONROE COUNTY, FLORIDA

JOB DESCRIPTION

Position Title: RISK MANAGEMENT/~~CONTRACT MONITOR~~ **Date:** 10-1-2004
~~COORDINATOR~~
Position Grade: 08 **Job Code:** 7-17
FLSA Status: NON-EXEMPT

GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.)

The primary function of this position is to provide advanced clerical and computer support for the *Assistance County Attorney/Risk Manager/Contract Monitor*. It is the *Coordinator*'s sole responsibility to oversee the contract monitoring system to ensure that the insurance requirements in all County contracts are complied with and renewed throughout the term of the contract. Solely responsible for all Automobile Physical and County Property Damage claims.

KEY RESPONSIBILITIES

1. Provide advanced support for the *Assistant County Attorney - Risk Manager/Contract Monitor*. Process invoices & other types of administrative documents. *
2. Oversee contract monitoring system. Assure compliance of all insurance requirements.
3. Administer all County Property & Automobile Physical damage.
4. *Track progress of all County litigation and prepare a monthly status report for County Attorney & BOCC.*
5. *Assist with budget preparation and prepare internal billing for risk management charges.*
6. *Monitor incident/accident reports for possible impact to Risk Management Internal Service Fund.*
7. *Handle all automobile physical and county property damage claims.*
8. *Work with Safety Administrator to review risk issues for Monroe County.*
9. *Other duties as assigned.*

*Indicates an essential job function

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KEY JOB REQUIREMENTS

Education: Vocational or other technical school, certification, training or apprenticeship required

beyond high school..

Experience: 3 to 5 years minimum amount of prior related work experience.

Impact of Actions: Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department

Complexity: *Varied – Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.*

Decision Making: Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.

Communication

with Others: Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.

Managerial

Skills: Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a “lead” or “senior” capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

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Deleted: Basic: Work consists of moderately complex procedures and tasks where basic analytic ability is required. Work may involve the comparison of numbers, selection or appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.

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Job Code: 7-17

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Working Conditions/ Normal office situation; Works alone or closely with others.

Physical Effort: Intermittently sitting, standing, stooping.

Other: Requires valid Florida Driver’s License. *Certified Public Manager designation desirable.*

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: _____ Signature: _____ Date: _____

On this date, I have received a copy of my job description relating to my employment with Monroe County:

Name: _____ Signature: _____ Date: _____